

# MEMO

**Date:** December 28, 2006

**To:** All Facility Owner/Operators

**From:** Greg M. Wilz, Chairman  
State Emergency Response Commission

**RE:** Reporting Package Distribution and Back to Basics for Tier II Reporting

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## Reporting Package Distribution

Starting with this reporting year, (RY2006/CY2007), the State of North Dakota will no longer be mailing out a reporting package to facility owner/operators, unless you request one.

The North Dakota Tier II reporting package with associated documents can be downloaded from the North Dakota Department of Emergency Services website at:

<http://www.nd.gov/des/reports/sara.html>

If you do not have access to a computer or you are unable to download all documents, you can request that a reporting package be mailed to you by one of the following ways:

Contact either Ray DeBoer – [rdeboer@nd.gov](mailto:rdeboer@nd.gov); Roxann Hopfauf – [rhopfauf@nd.gov](mailto:rhopfauf@nd.gov); or Brandon Hoechst – [bhoechst@nd.gov](mailto:bhoechst@nd.gov) or at 701-328-8100.

## Back to Tier II Basics

Over the past few years, the State of North Dakota has not been enforcing the requirements to provide all of the necessary and required information on the Tier II, Emergency and Hazardous Chemical Inventory Report Form. So starting with this reporting year, we are returning to the basics of Tier II reporting.

All federal reporting requirements **must be** met with the exception of providing a Material Safety Data Sheet (MSDS). All areas of the Tier II form **must be** completed. All of the information that is requested on the reporting form is mandatory and is required for a specific reason.

We will require site plans showing exact locations of any hazardous chemical reported, (especially extremely hazardous substances – EHS), as well as ensuring the storage location(s) is annotated in the "Storage Codes and Locations" area. (*Example, 2<sup>nd</sup> floor of warehouse in southeast corner; tanks located 200 feet northwest of service building, tanks located ½ mile south of town, etc.*)

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The proper “Storage Codes” (container type, pressure and temperature), must be annotated as well as the appropriate “Physical and Health Hazards”, and the “Inventory” to include the maximum daily amount and the average daily amount.

If you are using Tier2 Submit software for reporting, include the maximum daily amount and average daily amount in pounds besides the inventory code amounts.

If the form is not filled out correctly or any of the information is missing, the report will be returned to you for completion.

For those of you utilizing Tier2 Submit 2006 software follow all instructions and you should not have any errors on your reports.

For those of you that request a reporting package, included in the package is a **“Guide To Understanding Tier II Forms”**, which provides detailed instructions for completing each and every block on the form.

If you have any questions regarding the completion of the Tier II form, or anything else related to Tier II reporting please contact either, Ray DeBoer – [rdeboer@nd.gov](mailto:rdeboer@nd.gov); Roxann Hopfauf – [rhopfauf@nd.gov](mailto:rhopfauf@nd.gov); or Brandon Hoechst – [bhoechst@nd.gov](mailto:bhoechst@nd.gov) or at 701-328-8100.

GMW/rld